



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **EXAMINATION PROCTOR, DOI**

**\$2,375 - \$2,742**

**PRODUCER LICENSING BUREAU**

**SACRAMENTO**

### **RESPONSIBILITIES:**

Under direct supervision of the Manager of Education and Examination Programs, the incumbent performs a variety of duties relating to the administration of the insurance license computer-based and/or written examinations. Specific tasks include, but are not limited to: verifying identity of examinees; assigning appropriate examination materials and seating; providing instructions to examinees regarding the computer-based and written examination procedures; monitoring and preventing dishonesty and collusion between examinees; maintaining the highest level of security at examination facilities and of examination equipment and materials; grading and recording examination results; preparing reports of incidents that occur during examinations, and other duties as assigned.

### **DESIRABLE QUALIFICATIONS:**

The ability to work independently; have good computer skills, good interpersonal and communication skills -- both verbal and written; be dependable, punctual, exercise good judgment, interact effectively with the public and perform in a professional manner.

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Examination Proctor level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

### **APPLICATION PROCEDURE:**

Send a completed standard State of California application to Ida Amaro, Department of Insurance, 320 Capitol Mall, Sacramento, CA 95814. **Please indicate "Examination Proctor, #413-145-1877-005" on the State application.** For additional information, please call (916) 492-3005.

### **FILING DATE:**

**May 21, 2007**

### **NOTE:**

**Interested individuals must submit applications by the final filing date in order to be considered for this position.**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

dp 5/08/07